



United States Department of State

Foreign Service Institute

*1400 Key Boulevard
Arlington, Virginia 22209*

February 14, 1984

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[Redacted]
Director, Training & Education
Central Intelligence Agency
Washington, D.C. 20505

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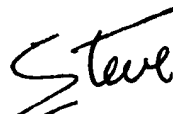
Dear [Redacted]

The next meeting of the Foreign Service Institute Advisory Board will be held at 3:00 p.m. on Wednesday, February 22, in Room 1203 of the Institute.

Enclosed is a copy of the agenda we propose to take up at the meeting and the comments on each item. If you have additional agenda items or comments, we ask that you transmit them to us prior to the meeting so that we may add them to the list of subjects to be addressed. Due to seating limitations, we also request that you bring no more than one other member from your agency to the meeting. If there are important reasons for more than one additional person to attend, however, kindly advise us as much in advance of the meeting as possible.

We look forward to seeing you at the meeting. If you need additional information, please feel free to contact me, Deputy Director John Sprott, or Staff Aide Tom Morgan at 235-8750, 235-8714, or 235-8759.

Sincerely,


Stephen Low
Director

Enclosure:
As stated.

FSI ADVISORY COMMITTEE MEETING

February 22, 1984

Agenda for Discussion

1. Senior Executive Training: The 1980 Foreign Service Act requires that the Foreign Services develop a program which trains Foreign Service Officers "... as they approach eligibility for entry to the Senior Foreign Service, to enhance and broaden their qualifications for more senior levels of responsibility...." Though somewhat different in specifics, the Civil Service in creating the Senior Executive Service, places an analogous requirement on the Department and other agencies.

FSI has been using the Federal Executive Institute (FEI) for three weeks of a five week program aimed at addressing executive leadership. However, FEI is changing from a three to four week format. We are ~~having problems with assignment both to that and our two week policy framework course.~~ It has been clear, therefore, that a new approach is called for. We would like to discuss what other agencies have done, are doing and plan to do. What success have you had and how satisfied have you been? Are there basic elements you feel are needed in any such program? Is it possible for us to develop a joint approach to executive leadership that can meet the agency specific needs while addressing those generic qualities relevant to foreign affairs management/leadership? We will try to circulate a fuller discussion of alternatives prior to the meeting.

2. Tuition Charges: We have held the line on tuition charges again this year with some difficulty. This is being done to allow agencies to make fuller use of FSI programs. Next year's tuition will be affected by the success of this policy. The improved and more current data expected to result from the new Management Cost Accounting System will give us the basis for better and more standard analysis of FSI costs and development of tuition rates. We expect to be able to use this new system for such analysis later this year.

3. FY 1985 Professional Development initiatives: During Professional Development Stage I, FSI successfully launched the Mid-Level Professional Development course; melded Advanced Area Studies and language courses into an integrated training program; obtained an increase in the number of language-designated positions abroad and attained the higher levels of employee language competence thereby necessitated; increased the numbers of Foreign Service personnel exposed to basic Area Studies prior to proceeding overseas; and strengthened the junior officer training program.

In FY 1985, to begin Stage II in Professional Development we have requested funding and positions to support Professional Development initiatives in: (1) language/area studies training programs at post; (2) Foreign Service National employee training; (3) improved training for officers performing Administrative work; and (4) training for passport agency employees throughout the country.

What program needs in these areas are currently being addressed in your agencies?

What ways can we identify to work together in formulating Stage II training programs so as to maximize their usefulness to all agencies?

4. FSI Campus: Among the outgrowths of the sharply increased emphasis on training embodied in the 1980 Foreign Service Act has been increasing recognition of the inadequacies of continuing to house FSI in a series of temporary office buildings poorly suited for instructional purposes.

In its report on the FY 84-85 Foreign Affairs Appropriation Act, the House Foreign Affairs Committee requested that the Department study various alternatives to the present situation and submit a report containing recommendations for housing FSI in a "campus setting."

FSI in conjunction with the Department recently established an ad hoc committee which is now seeking to define what facility requirements would be. Since it is vital that the future training requirements of all agencies be factored into space planning and similar considerations your comments and suggestions are desired.